



THE CITY OF SAN DIEGO

Assessment of Public Projects

CITY OF SAN DIEGO DEVELOPMENT SERVICES DEPARTMENT
1222 FIRST AVENUE, MS 302, SAN DIEGO, CA 92101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

510

MARCH 2001

This bulletin is intended to assist public project applicants in determining required permits and approvals and to provide an environmental assessment of the project. Public projects are defined as a project originated by a City department or lessee or a project located on City-owned property. Many public projects require a City Council or City Manager action that subjects the project to the California Environmental Quality Act (CEQA) review process. This Assessment of Public Projects form is a vehicle to assist you in obtaining information on any necessary permits and required CEQA documentation.

I. THE PROCESS

The assessment process will help you obtain an environmental assessment of your project, determine consistency with the applicable land use plan, and will identify any City permits or other City approvals that may be required. Typical discretionary permits, if needed, are Site Development Permits, Coastal Development Permits, and Conditional Use Permits. The need for a permit(s)/approval(s) will be based on the regulations in the Land Development Code (Chapters 10-15 of the Municipal Code), and the applicable land use plan. The environmental determination will be based on CEQA.

A Development Project Manager (DPM) from the Development Services Department (DSD) will be assigned to your project after a complete assessment request is submitted. The information you provide (See Section II below) will be distributed to the appropriate review team to assist them in making a determination for your project.

An assessment letter will be sent to you by the DPM after the project has been reviewed by the review team. If the determination is made that a permit or other approval is required, a Project Submittal Requirements manual will be sent to you along with the assessment letter to assist you in making a successful application for that permit or approval. The assessment letter will also identify any additional information or studies that may be needed to make an environmental determination or if all needed information is provided then a final environmental determination will be made on the project. The environmental determination is valid as long as the project and site conditions remain essentially the same when submitted for preparation of the environmental document.

II. SUBMITTAL REQUIREMENTS

City staff relies heavily on the information provided by the applicant when assessing the project. The more detailed information provided, the more accurate the assessment will be. To provide the best possible service, you must submit the "Assessment of Public Projects" application form (attached).

III. PAYMENT

Development Services Department (DSD) staff will review your project to make an assessment. Each project should have one billable account number that is opened to DSD, including Department No. 1300 and No. 065. The applicant is responsible for ensuring that the project account is opened to both of these Department Numbers to allow DSD to complete our review.

If a job order number cannot be opened by the applicant, then a fee of \$1,750 will be required for one review cycle of the request for an assessment of each project. Additional funds may be required depending on the complexity of the project. An applicable environmental fee or deposit will also be charged when an environmental determination is made. The fee amount will be equivalent to the applicable Environmental Review as indicated in the Fee Schedule for Development Permits/Approvals and Policy Approvals, Information Bulletin 503.

IV. HOW DO I SUBMIT MY PROJECT ?

If you would like more information regarding this process please contact the Development and Permit Information staff by calling (619) 446-5000 or you may schedule an appointment by calling (619) 446-5300. We recommend an appointment for the most timely service. When visiting the Development Services Center (1222 First Avenue, 3rd Floor), please stop at the Check-in counter across from the 3rd floor entrance, and staff will direct you to the correct service location. We look forward to helping you with your project.

V. INFORMATION RESOURCES

Helpful information regarding land development and zoning issues can be located on the following web sites:
www.ci.san-diego.ca.us/development-services
www.sangis.org

You may also visit the Development and Permit Information area located on the third floor, Development Services Center, 1222 First Avenue, San Diego CA, 92101-4155. To schedule appointments with Development and Permit Information staff, please call, (619)446-5300.

Printed on recycled paper. This information is available in alternative formats for persons with disabilities.

To request this document in alternative format, call (619) 446-5446 or (800) 735-2929 (TT).

Be sure to see us on the WorldWide Web at www.ci.san-diego.ca.us/development-services



City of San Diego
Development Services Department
 1222 First Ave. • MS-302
 San Diego, CA 92101-4154
 (619) 446-5000

Assessment of Public Projects Application

Date Received	Receipt No.	Permit No.	Project No.
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Below is typical information needed for the assessment of public projects. Detailed and specific information provided will expedite the project review process. It is **MANDATORY** to complete the following and, if not applicable, please indicate N/A. Incomplete information will delay processing of your request.

REQUEST FOR (check more than one if applicable):

- ☐ Preliminary Environmental Assessment
☐ Permit Assessment

- ☐ Environmental Review
☐ Other _____

Please print legibly or type.

A. APPLICANT INFORMATION

Name:		Date:
Department/Organization:		
Address:		Mail Station:
City:	State:	ZIP code:
Phone No.	FAX No:	Internet Address:

B. PROJECT INFORMATION

1. Project Name:	
2. Project Description (attach additional information if available):	
3. CIP No.(if applicable):	4. Job Order No. (Open to Dept.#1300 and Dept.#065 review staff):
5. Location (Street Address):	
6. Community Planning Area:	7. Current Zoning:
8. Assessor's Parcel No. (If none, please state and identify closest APN adjacent to the project):	
9. Expected Project Design/Construction Completion Date:	
10. Has this project (or portions or phases) been reviewed previously by staff and/or issued an environmental assessment, environmental document or permit or has it been submitted to the Development Services Department for any reason in the past? <input type="checkbox"/> yes (indicate document type, number and date : _____) <input type="checkbox"/> no	
11. Type of decision making body and date of proposed approval action (check if applicable): <input type="checkbox"/> City Council <input type="checkbox"/> City Manager <input type="checkbox"/> Department Director <input type="checkbox"/> Park & Rec. Board <input type="checkbox"/> Other _____ Date of approval action: _____	

12. Is Project adjacent to or within the Multiple Habitat Preservation Area (MHPA)? ☐ yes ☐ no
If yes, provide a note that clearly states this on the plans.

13. Is the project within the Coastal Overlay Zone? ☐ yes ☐ no

14. Is the project consistent with the Community Plan? ☐ yes ☐ no

15. Project funding source(s). Specify type; CDBG, FHWA, etc.:

LOCAL

STATE

FEDERAL

16. Provide the following grading information if grading is part of the project proposal and identify grading area on plans:

IMPORT: cubic yards _____

EXPORT: cubic yards _____

GRADING AREA: acres _____

17. Additional project information or specific questions you would like evaluated and responded by Development Services Department staff, related to the project:

C. INFORMATION REQUIRED FOR SPECIFIC PROJECTS:

Please provide the following information that pertains to your type of project.

Proposed Water and Sewer Lines and Related Activities:

1. Please ensure the following is provided:

- Identify method of construction on plans (i.e., open trench, bursting/slip lining. If varied, identify the differences on plans).
- Provide orthophotography map of entire project area (required).
- Provide photographs along the proposed alignment for projects located within hillsides, streambeds, canyons, drainage, or parks. Photos must clearly show the existing condition along the entire alignment.

2. Are there new or rehabilitated manholes? ☐ yes (if yes, identify on plans) ☐ no

3. Trench alignment: ☐ New ☐ Existing ☐ Expanded ☐ Varies

4. Trench depth: ☐ New ☐ Existing ☐ Depend ☐ Varies

TRENCH DEPTH: _____ feet TRENCH LENGTH: _____ feet TRENCH WIDTH: _____ feet

5. Are any structures proposed to be constructed or modified (ie. Pump stations, vaults, valve pits, storage tanks....)? ☐ yes (if yes, identify on plans) ☐ no

6. Are any new service, maintenance, access roads or facilities, or staging areas proposed or required? ☐ yes (if yes, identify on plans) ☐ no

Proposed Buildings or Alterations of Existing Structures:

1. Indicate if the building is new or altered and if demolition is required. Plans should clearly distinguish between existing building, additions and/or alterations. ☐ New ☐ Altered ☐ Demolition required

2. Type of facility (include building occupancy classification per building code):

3. Gross Floor Area (SF) of proposed structure or addition and of existing structure(s):

4. Height of proposed structure:

5. Age of building or structure where work is being proposed:

6. Is the structure being modified designated as a Historical Structure or Building per the Land Development Code (Chapter 12, Article 3, Division 2)? ☐ N/A ☐ yes (if yes, identify on plans) ☐ no

Proposed Real Property:

1. Are any real estate actions (lease amendment, new lease, property sale, right of entry permit, etc.) required for this project? ☐ yes (if yes, identify on plans) ☐ no

If yes, clearly describe in detail and type of real property action:

Attach **five (5)** copies of draft or final Real Estate document (i.e., lease, deed, legal description, right of entry permit, etc.)

Proposed Transportation Projects:

1. Provide the following:

- Plan of proposed street.
- Indicate width of street on the plans.
- Plans should show entire length of road.

2. Does the proposed road conform with the community plan? ☐ yes ☐ no

3. Is the road constructed through open space? ☐ yes ☐ no

4. Is the road constructed through a canyon? ☐ yes ☐ no

D. DOCUMENTS TO BE PROVIDED:

Submit a minimum of five (5) sets of the following documents. If additional sets are necessary, the assigned Development Project Manager will notify the applicant identified on this application):

1. Plans/drawings of the proposed project (**Larger plan/drawing sheets must be folded to 8 1/2" x 11".**)
2. Copy of latest Thomas Guide Map w/ project location highlighted
3. 800:1 scale engineering map w/ project location highlighted
4. **Labeled** photos of the site or orthophotography maps (five sets of copied photos are acceptable as long as they are clear).

E. ADDITIONAL INFORMATION:

1. If the project is in or directly adjacent to a canyon, undisturbed area, vegetated area, etc., a BIOLOGY LETTER REPORT which assesses the projects biological impacts, is required. Detailed biological reports and information should be provided if available and may be required at a later date.
2. Identify any Hazardous Materials stored, used, removed, or installed as part of the project.
3. Identify any other Federal, State, or local agency approvals you are obtaining for the project (e.g., ACOE, Cal Fish and Game, etc.).
4. If any public project staff, real estate asset staff, or consultants working on your behalf on this project, is presently working with a Development Services Department staff member regarding environmental, geology, or any other discipline, please provide those staff names along with the Development Services Department staff member name:

Name:

Phone No.:

Name:

Phone No.:

Name:

Phone No.:

Name:

Phone No.: